

## YELLOWSTONE NATIONAL PARK INFORMATION ON APPLYING FOR A FEDERAL JOB

Effective January 1, 1995, procedures have changed for applying for federal employment. Please carefully read and follow the information below:

**HOW TO APPLY** - You may apply for most jobs with a resume, the Optional Application for Federal Employment, or any other written format you choose as long as it contains the information described below. PLEASE REMEMBER YOU MUST SUBMIT A SEPARATE APPLICATION FOR EACH ANNOUNCEMENT FOR WHICH YOU WISH TO BE CONSIDERED.

**WHAT TO INCLUDE** - Although the Federal Government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for federal employment. If your resume or application does not provide all the information requested in the job vacancy announcement and in this flyer, you MAY LOSE consideration for a job. TYPE OR PRINT CLEARLY IN DARK INK.

**HERE'S WHAT YOUR RESUME OR APPLICATION MUST CONTAIN** (in addition to specific information requested in the job vacancy announcement, if any): REVIEW THE ANNOUNCEMENT CAREFULLY. IF ADDITIONAL INFORMATION OR FORMS ARE REQUIRED, CONTACT THE YELLOWSTONE NATIONAL PARK PERSONNEL OFFICE AT (307) 344-2052.

1. **JOB INFORMATION** - Announcement number, and title and grade(s) of the job for which you are applying.
2. **PERSONAL INFORMATION**
  - Full name, mailing address (with zip code) and day and evening phone numbers (with area code)
  - Social Security Number
  - Country of citizenship (Most federal jobs require United States citizenship.)
  - Veterans' preference
  - If applicable, reinstatement eligibility (Attach SF-50 proof of your career or career-conditional status.)
  - If applicable, highest federal civilian grade held (Also give job series and dates held.)
3. **EDUCATION**
  - High School - Name, City, and State (zip code if known). Date of diploma or GED.
  - Colleges and Universities
    - Name, City, and State (zip code if known)
    - Majors including type and year of any degrees received. (If no degree, show total credits earned and indicate whether semester or quarter hours.)
    - Send a copy of your college transcript only if the job vacancy announcement requests it or qualification for the position is based on education.
4. **WORK EXPERIENCE** - Give the following information for your paid and nonpaid work experience related to the job for which you are applying. (Do not send job descriptions.)
  - Job title (include series and grade if federal job)
  - Duties and accomplishments
  - Employer's name and address
  - Supervisor's name and phone number
  - Starting and ending dates (month and year)
  - Hours per week (do not state "varied", be specific)
  - Salary
  - Indicate if we may contact your current supervisor.
5. **OTHER QUALIFICATIONS**
  - Job-related training courses (title and year)
  - Job-related skills, for example, other languages, computer software/hardware knowledge, tools, machinery, typing speed
  - List of current job-related certificates and licenses – no need to send copies
  - Job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards. (Give dates but do not send documents unless requested.)
6. **VETERANS' PREFERENCE** - If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference if your service began after

October 15, 1976, you MUST have a Campaign Badge, Expeditionary Medal, or a service connected disability. To receive preference for service during the Gulf War you must have been in active duty a minimum of two years any part of which was during 08/02/90 to 01/02/92. For further details, call OPM at 912-757-3000 and select "Federal Employment Topics" and then "veterans" OR dial the OPM electronic bulletin board at 912-757-3100 OR contact the Veterans Affairs office listed in your phone book under U.S. Government. Veterans' preference is not a factor for Senior Executive Service jobs or when competition is limited to status candidates (current or former federal career or career-conditional employees).

- To claim 5-point veterans' preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. Be sure it is the copy which shows the type of discharge received.
- To claim 10-point veterans' preference, attach an SF-15, Application for 10-Point Veterans' Preference, **PLUS the proof required by that form** (letter from the Department of Veteran's Affairs must be dated within the last 12 months).

7. **DECLARATION FOR FEDERAL EMPLOYMENT** – We are requesting that you submit a complete OF-306, Declaration for Federal Employment, which is used to determine your suitability for federal employment, to authorize a background investigation, and to certify to the accuracy of all the information in your application. If you make a false statement in any part of your application, you may be eliminated from hiring consideration; you may be fired after you begin work; and/or you may be fined or jailed.

#### **OTHER IMPORTANT INFORMATION**

- If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a federal job. (Complete a "Pre-Appointment Certification Statement for Selective Service Registration" form.)
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the agency may garnish their salary.

**PRIVACY AND PUBLIC BURDEN STATEMENTS** – The Office of Personnel Management and other federal agencies rate applicants for federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested in this brochure and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.

- We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other government files, for example, files on unpaid student loans.

- If you do not give us your SSN or any other information requested, we cannot process your application, which is the first step in getting a job. Also, incomplete addresses and zip codes will slow processing of your application.

- We may give information from your records to: training facilities; organizations deciding claims for retirement, insurance, unemployment or health benefits; officials in litigation or administrative proceedings where the government is a party; law enforcement agencies concerning violations of law or regulation; federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representing employees; federal agencies or other sources requesting information for federal agencies in connection with hiring or retaining, security clearances, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public or private organizations including news media that grant or publicize employee recognition and awards; and the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives, the Federal Acquisition Institute, and congressional offices in connection with their official functions.

- We may also give information from your records to: prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized federal and nonfederal agencies for use in computer matching; spouses or dependent children asking whether an employee has changed from self-and-family to self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement or job for the Federal Government; nonagency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to an employee about fitness-for-duty or agency-filed disability retirement procedures.

- We estimate the public burden for reporting the employment information will vary from 20 to 240 minutes with an average of 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. You may send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to the U.S. Office of Personnel Management, Reports and Forms Management Officer, Washington, DC 20415-0001.

**INFORMATION ON JOBS AT OTHER LOCATIONS** – For information on job openings with other agencies, log on to [www.usajobs.opm.gov](http://www.usajobs.opm.gov) OR contact the Office of Personnel Management (OPM) by phone. They have a 24-hour a day, 7-day a week automated telephone system at 912-757-3000 OR with a computer modem dial 912-757-3100 for job information from an OPM electronic bulletin board. If you have a hearing disability call TDD 912-744-2299. Applicants with disabilities can find out about alternative formats by calling OPM and selecting "Federal Employment Topics" and "People with Disabilities" or dialing their electronic bulletin board.